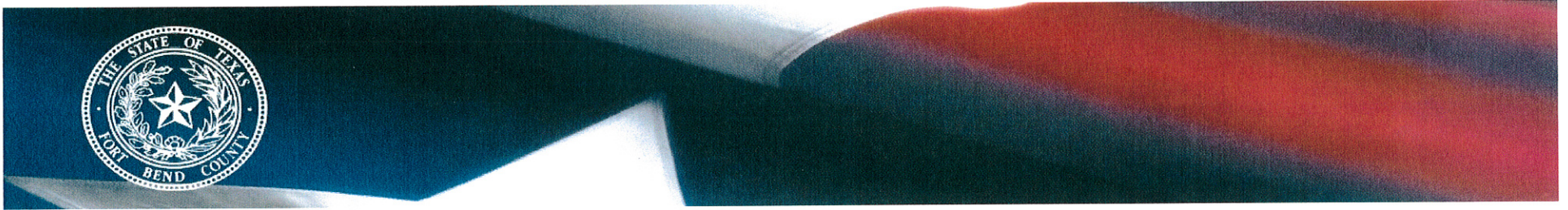




Fort Bend County Employee Orientation

Revised 8/25/2020



County Government

The Glue That Holds Texas Together

The governing body of the County is the **Commissioners Court**, which is comprised of the *County Judge* and four *Commissioners*.

Elected Officials include:

- *County Judge*
- *County Attorney*
- *County Clerk*
- *County Court-At-Law Judges*
- *County Tax Assessor-Collector*
- *County Treasurer*
- *District Attorney*
- *District Clerk*
- *District Judges*
- *Sheriff*
- *Commissioners*
- *Justices of the Peace*
- *Constables*



Employment At Will

As an employee of FBC, you have the right to terminate your employment at any time.

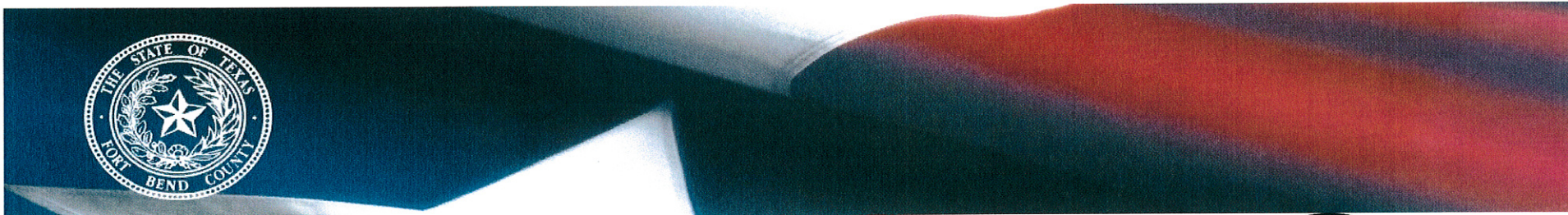
FBC retains the right to terminate your employment at any time, with or without notice, for any legal reason or no reason. FBC retains the right to change any terms, conditions, benefits, or privileges of employment at any time without notice.

No employment contract, either expressed or implied, shall exist between FBC and any employee for any duration, either specified or non-specified.



Policy 102





Sheriff's Office Civil Service Commission



Most full-time employees of the Fort Bend County Sheriff's Office are covered by a civil service system. **New Sheriff's Office employees serve a six-month to one-year probationary period before becoming members of the civil service system.** Probationary employees are employees-at-will and serve at the discretion of the Sheriff.

Once a member of the civil service system, a classified employee may only be terminated for cause, and SO employees may file a grievance with the Civil Service Commission to protest an action of suspension, demotion or termination. Additional information on the Rules and Regulations of the Civil Service system will be provided to SO employees by their chain of command and Sheriff's Office administration.

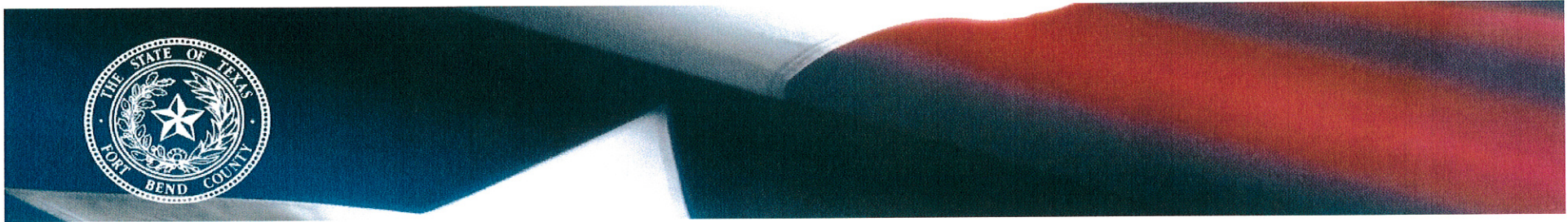


Equal Employment Opportunity

Fort Bend County is an equal opportunity employer, and applies positive employment practices designed to ensure the full realization of equal employment opportunities, including hiring, pay, promotion, benefits, and other terms and conditions of employment, for all employees and applicants for employment, without regard to:

Race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status, national origin, ethnicity, citizenship status, age, disability, genetic information, military or veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws.





Americans With Disabilities Act of 1990

FBC does not discriminate on the basis of disability in its employment policies or in its admission to or access to its services and programs. Employees who require a reasonable accommodation in order to perform the essential functions of the job should discuss their needs with a supervisor.

The ADA protects qualified applicants and employees with disabilities from discrimination in hiring, pay, classification, promotion, job training, fringe benefits, referral, discharge and other aspects of employment on the basis of disability.



Alcohol & Drug Policy



The County's goal is to establish and maintain a work environment that is free from the effects of abuse or misuse of any type of drug or alcohol.

Employees are prohibited from being at work or acting in the scope of their employment with the County while impaired by alcohol or with illegal or illicit substances present in their systems, on their persons, in County vehicles, or on County premises.



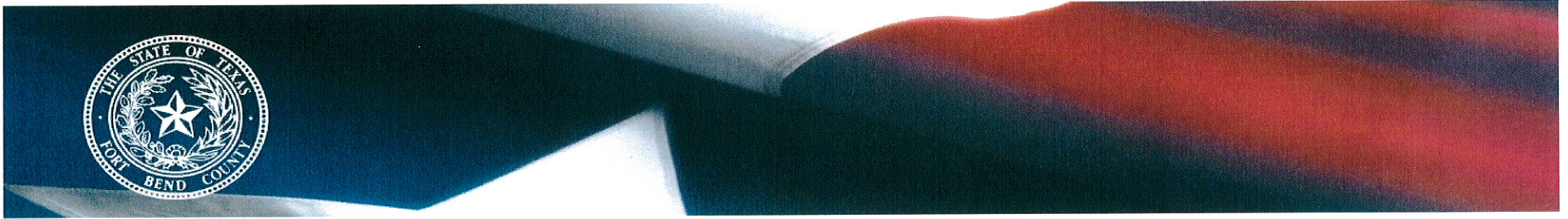
Alcohol & Drug Policy

All County administered employment related drug tests include screening for:

- *Amphetamines (amphetamine, methamphetamine, MDMA, MDA)*
- *Cocaine metabolites*
- *Opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone)*
- *Phencyclidine*
- *Marijuana metabolites*

Employees whose drug test indicates the presence of one of these substances in their system will be contacted by a Medical Review Officer who works for Fort Bend County's drug test vendor. **The employee will be asked to provide proof of a valid prescription for the medication.** If they are able to provide a valid prescription, the test result will be negative. However, if they are not able to provide a valid prescription, the test result will be deemed positive and consequences in accordance with our policy will apply.

Policy 301



Alcohol & Drug Policy

Marijuana remains a drug listed in Schedule I of the Federal Controlled Substance Act. At this time there is no valid excuse for the presence of marijuana on a work related drug test, including the use of marijuana in a manner that may be considered legal under any state law, or incidental to the use of cannabidiol (CBD) products. Be aware that CBD is not currently regulated by the FDA, and studies have shown that the labeling of CBD products is not accurate. Many CBD products contain some level of THC, the psychoactive substance found in marijuana.



Policy 301.04



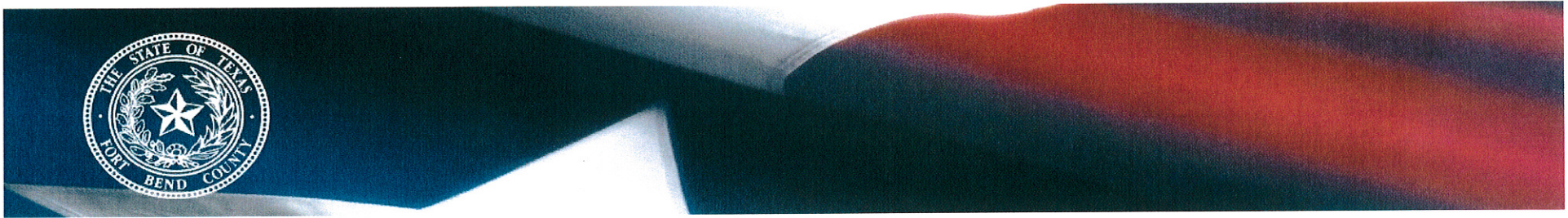
FBC Drug and Alcohol Policies

- *Policy 301, Drug and Alcohol Detection and Deterrence for ALL FBC Employees:* applies to ALL Fort Bend County employee.
- *Policy 302: Drug and Alcohol Testing for Employees Performing FMCSA-Defined Safety Sensitive Duties:* Employees of the Road and Bridge and Drainage departments who have a Commercial Driver's License will be subject to BOTH Policies 301 and 302.
- *Section 301: Drug and Alcohol Testing for Employees Performing FTA-Defined Safety Sensitive Duties:* Some employees of Public Transportation who control the movement of FBC public transit vehicles will be subject to BOTH Policies 301 and 303.

As a Fort Bend County employee you may be subject to drug and/or alcohol testing:

- As part of a random pool
- Following a work related injury or accident
- If reasonable suspicion exists to indicate an employee may be under the influence of drugs or alcohol at work
- ***Compliance with FBC Drug and Alcohol Policies is a condition of employment!***

View policies online in the Employee Manual found on the County Website or on eConnect under Employee Information



Family and Medical Leave Act of 1993

Any employee who has been employed by FBC for at least 12 months and worked at least 1,250 hours during those 12 months prior to the leave, shall be entitled to up to 12 weeks of leave for one or more of the following reasons:

1. The birth of a child or placement of a child for adoption for foster care;
2. To bond with a child (leave must be taken within 1 year of the child's birth or placement);
3. To care for the employee's spouse, child or parent, if the spouse, child or parent has a qualifying serious health condition;
4. For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job
5. For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

Policy 704



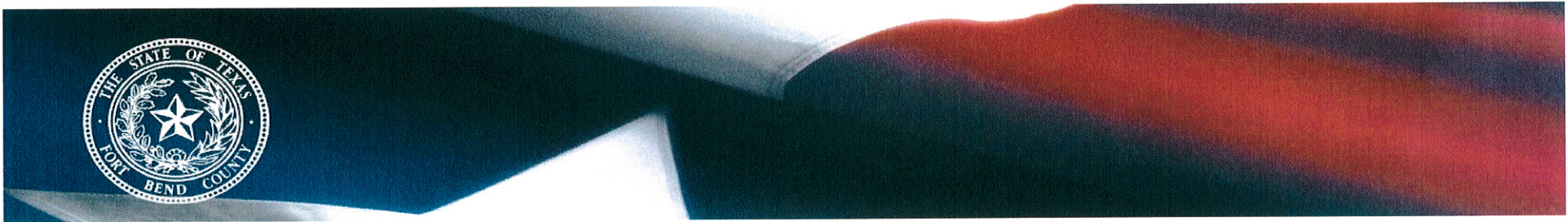
Family and Medical Leave Act

COVID-19 Extended Leave

Families First Coronavirus Response Act (FFCRA)

- Employees are eligible for COVID-19 Extended Leave after 30 days of employment.
- This leave is effective beginning April 1, 2020 through December 31, 2020, unless terminated sooner in accordance with law.
- Eligible employees are allowed up to 12 weeks of COVID-19 Extended Leave to care for a minor son or daughter **if the child's school or place of care has been closed** or the child's care provider is unavailable due to an emergency declared by a federal, state, or local authority related to COVID-19 and the employee is unable to work (or telework).
- County employees who work as **health care providers and first responders may be excluded** from COVID-19 Extended Leave eligibility at the discretion of the Department Head or Elected Official.
- **The first ten days of COVID-19 Extended Leave are unpaid but the employee may substitute accrued leave during this period.** Thereafter will be paid at two-thirds of the employee's regular pay (capped at \$200/day). Employees shall be required to use accrued leave concurrent with FFCRA leave in weeks 3 through 12 in an amount sufficient to receive 100% of their regular pay for all leave taken for this purpose. Accrued Sick, Vacation, Comp Time, Deferred Time, and Emergency Deferred Time can be used for this purpose. If accrued leave is exhausted, then the employee will receive the 2/3 pay provided by the FFCRA.

Policy 704 – Section 704.14



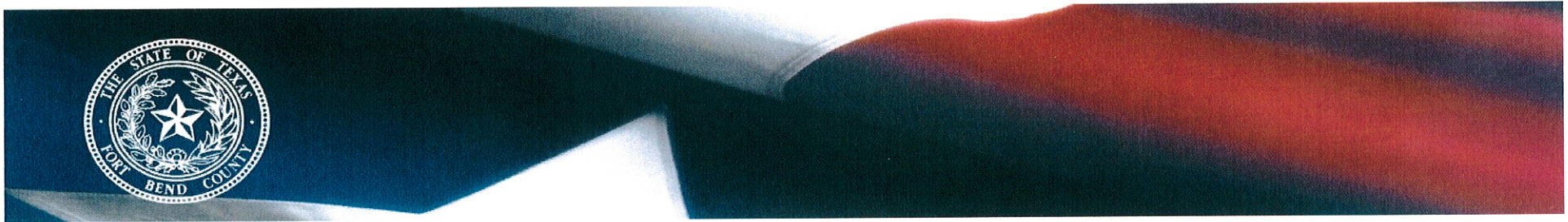
Family and Medical Leave Act of 1993

Military Caregiver Leave

The FMLA provides a leave entitlement of up to 26 weeks for employees to care for a spouse, son, daughter, parent, or next-of-kin who has a serious injury or illness incurred in the line of duty while on active duty.

You may find the FMLA forms online on eConnect or the County website in the Employee Manual which under the “Employees” section.



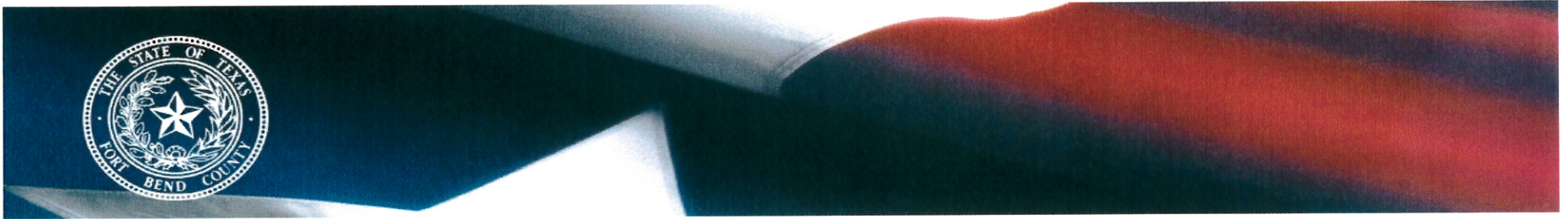


Work
hard
and
be
nice

Respectful Workplace

FBC is committed to ensuring a respectful work environment that is free from discrimination, harassment, and retaliation. County employees at all levels of the organization help create such an environment by acting professionally at all times, treating others with dignity and decency, and expecting the same from others.

Prohibited conduct includes but is not limited to: offensive comments, negative stereotyping, or display of any material that ridicules, insults, belittles, or shows hostility toward an individual or group of individuals.



Sexual Harassment is Prohibited



Harassment and discrimination based on sex is prohibited by federal and state law, and by County policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex.

Targets of sexual harassment may be either male or female, and the target and perpetrator can be of the same sex or opposite sex.

Conduct of a sexual nature that is severe or pervasive may be unlawful, but even if it does not reach the level of unlawfulness, such conduct is disrespectful and unprofessional, and is prohibited in the Fort Bend County workplace.

Don't do it! Don't tolerate it! Report it!

Policy 202



Dispute Resolution



Despite a commitment to maintain a respectful and professional workplace, Fort Bend County recognizes that conflicts may arise between co-workers or between employees and management. Employees should attempt to resolve such an issue through their chain of command, or seek assistance from Human Resources if complaints are not resolved internally.

If discriminatory or harassing conduct occurs, it is the responsibility of all Fort Bend County employees to promptly report the conduct to a supervisor, manager, department head, elected official, or Human Resources.

This responsibility applies whether the employee is the target of the conduct or witnesses the conduct, even if reporting the conduct is contrary to the wishes of any other employee.

Policy 203, Dispute Resolution, provides further guidance.

Policy 203



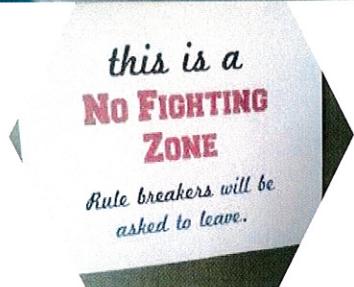
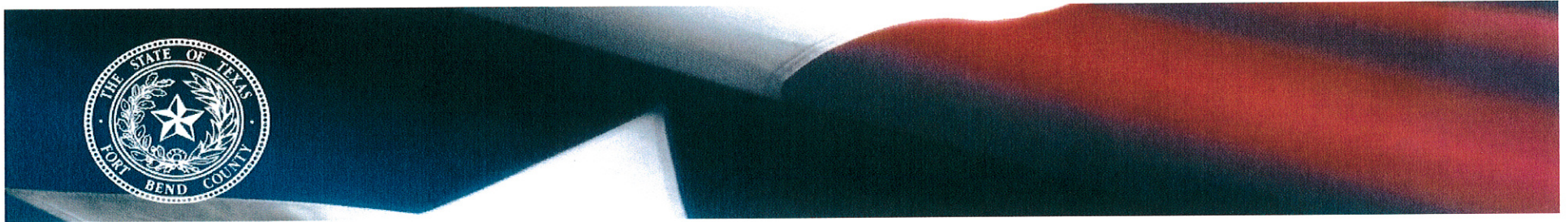
Retaliation Prevention



Employees may bring forth complaints or reports of unlawful activities, discrimination, harassment, or violence, without fear of retaliation.

This protection also extends to individuals who participate as witnesses in investigations of workplace misconduct.

Employees who feel they have suffered retaliation should report their concerns to Human Resources.



Violence Prevention

FBC will not tolerate violent behavior by or between employees in the workplace!

Even if it occurs outside of work, violent behavior may be a violation of this policy if it involves a County employee or tends to suggest an employee may pose a risk of violence in the workplace.

Any employee found in violation of this policy will be subject to disciplinary action, including immediate discharge even on the first offense.

Policy 601



Violence Prevention

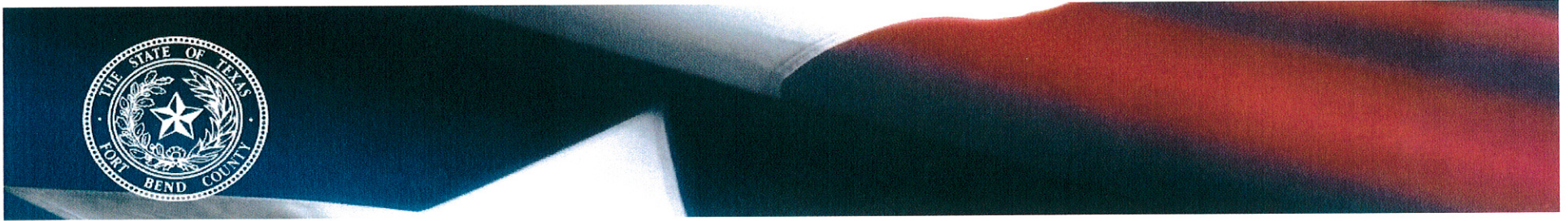
Fort Bend County employees are encouraged to be educated about and alert to the signs of potential risks of violence. The County offers periodic Active Shooter and Workplace Violence training, and other relevant trainings may be available from time to time.

Employees shall report any suspicious or concerning behavior to a supervisor or other appropriate authority immediately, including calling 911 in an emergency situation.

“If you see something, say something!”

You may find the “Active Shooter Event-Quick Reference Guide” online on eConnect or the County website under the “Employees” section.

Policy 601



Fraud Protection and Detection

Fraud generally refers to intentionally or knowingly obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.

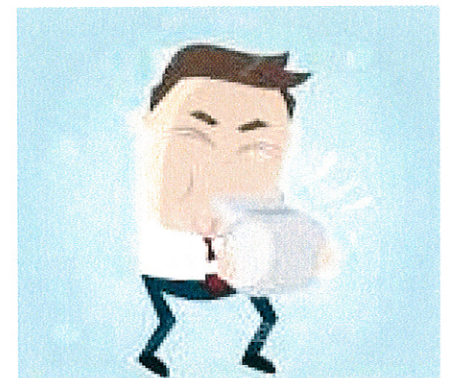
Fort Bend County is committed to the deterrence, detection and correction of misconduct and dishonesty to prevent fraud.

See the “Fraud Prevention and Detection” Policy included in your orientation folder and may be found online on eConnect and the County website under the “Employees” section.



Whistleblower Protection

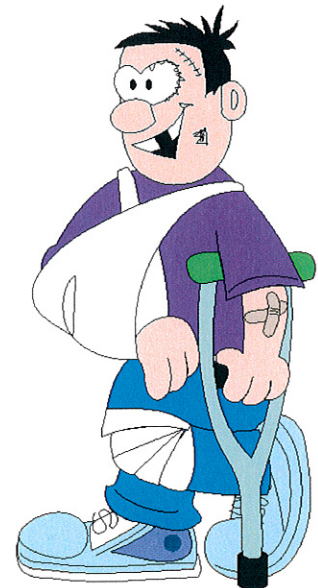
Fort Bend County complies with the *Texas Government Code, Section 554.002*, whereby a state or local government entity may not suspend or terminate the employment of, or take other adverse personnel action against a public employee, who in good faith, reports a violation of the law by the employing governmental entity or another public employee to an appropriate law enforcement authority. County employees are urged to report any violation of the law to the appropriate authority!





Workers Compensation

An employee who sustains an injury in the course and scope of employment must immediately notify his/her Supervisor and the Risk Management Department. The employee must also file a Workers Compensation Claim. A timely drug and alcohol test will be required following a workplace accident or incident.





Conflict of Interest

FBC employees should not engage in any activity, employment, or relationship which would affect job efficiency, reduce the ability to make objective, work-related decisions, or adversely effect County responsibilities, including but not limited to:

Soliciting, accepting or agreeing to accept a financial benefit, gift, or favor offered with the intent to influence performance, disclose confidential information acquired in the performance of official duties, impair independent judgment in the performance of duties, create a substantial conflict between private interests and County duties, or receive a benefit in exchange for having performed duties as a County employee in favor of that person.



Drive Carefully



- Employees who are required to drive on County business, either in a County vehicle, or their personal vehicle, must possess a valid Texas Driver's License. Proof of insurance may be required.
- Employees are strictly prohibited from driving on County business if his or her license is expired, suspended, or revoked for any reason.
- Employees with multiple moving violations, work-related driving incidents that lead to injury or property loss or damage, or driving related criminal convictions, may lose authorization to drive on County business.
- Loss of driving privileges may result in termination of employment if the employee is unable to meet the requirements of the position.
- For more information, please review Policy 617, Authorization to Drive on County Business, and discuss any questions with the Risk Management Department.

Policy 617



Electronic Systems Policy and Guidelines



There shall be no expectation of personal privacy or confidentiality in the use of the electronic systems provided by Fort Bend County.



Electronic systems include computers, telephones, cell phones, voice mail, e-mail, fax machines, copiers, radios, wireless devices, mobile devices, online services including email and Internet access which FBC provides to its employees for business purposes.





Nepotism

Fort Bend County policy prohibits Department Heads from appointing or hiring their close relatives to work within their department.

Fort Bend County policy also prohibits county employees who are close relatives from working together in a direct line of supervision. At least two (2) levels of management must separate any relatives working in the same department.



Please notify your supervisor or manager if you believe you may be in violation of this policy now or in the future.

Refer to Chart 6A in the Employee Information Manual for an illustration of the degrees of kinship addressed by this policy.

Policy 606 & Chart 6A



Rules of Conduct

Rules of Conduct within each Department are set to define and protect the rights of employees and ensure a cooperative working environment. While the employment relationship is at will, the following examples are causes for disciplinary action up to and including termination:



- ☹ Smoking while on duty
- ☹ Eating or drinking while on duty
- ☹ Failure to dress appropriately / wear required uniform
- ☹ Unauthorized absence from work
- ☹ Refusal / failure to do job assignment or obey orders

Policy 609



Rules of Conduct (cont'd)

- ☹ Immoral conduct; indecency; sexual, racial & all other harassment
- ☹ Unauthorized or personal use of County property or equipment
- ☹ Conduct that is threatening, intimidating, coercing, abusive or injurious
- ☹ Theft, misappropriation, abuse, or destruction of property belonging to employees, the public or the County
- ☹ Unauthorized possession / use of firearms and other weapons on County premises, during working hours, or while on duty

Policy 609, Policy 618



Rules of Conduct (cont'd)

- ☹️ Possession or drinking of an alcoholic beverage while on duty or reporting to work under the influence of alcohol
- ☹️ Possession, use or under the influence of illegal drugs on County property or in a County vehicle
- ☹️ Failure to report on a weekly basis to the department Supervisor designated to accept leave of absence reports.

Check with your department regarding any internal policies, rules, and regulations.

Policy 609



Performance Appraisals



It is the County's Policy to conduct performance appraisals with employees on a regularly scheduled basis as a means of fostering employee development and motivating employees to reach their maximum potential. Reviews will typically be made on the employee's anniversary date.



County Work Week & Pay Periods



- Fort Bend County defines its 7-day work week as starting at 12:01am Saturday and ending at 12:00am (midnight) Friday.
- The County pays on a bi-weekly schedule (26 pay periods per year).
- Paychecks are issued on Friday, the week after the pay period ends. If payday is on a FBC holiday that banks are closed, paychecks are issued the day before. If payday is on a FBC holiday that banks are open, paychecks are issued on the holiday.
- Payroll recommends that you do not write checks or authorize withdrawals against your direct deposit in advance of the pay date.



You may find the Employee Biweekly Payroll Schedule online on eConnect or the County website under the "Employees" section.

Policy 404 & 407



Comp Time

(non-exempt full time employees only)

- Non-exempt employees are credited with comp time off for all hours **actually** worked over 40 in a work week at the rate of 1½ hours comp time for each hour of overtime.
- Non-exempt employees **must have their supervisors approval** to work overtime.
- Some Sheriff's Office employees will not earn comp time or overtime until they work more than 43 hours in the week.
- If a non-exempt employee **works less than 40 actual work hours** but accrues more than 40 hours due to credited time off (i.e. holiday, vacation, sick, comp time), the employee will be paid their regular hourly wage for the excess hours.
- Non-exempt employees **may only accrue up to 80 hours of comp time**. Once 80 hours is accrued, any additional overtime shall be paid at time and one half.
- It is extremely important that all non-exempt employees report any and all hours worked on your timesheet. Non-exempt employees are **prohibited from working any "off the books" time** – no working while you are not on the clock! This may include responding to emails, answering phone calls or text messages, taking paperwork home to complete, etc.
- Non-exempt employees **may not perform volunteer work for Fort Bend County** that is of a similar nature to the duties they are employed to perform.
- Comp time **IS** compensable at termination (non-exempt employees only).

Policy 407



Longevity Pay

(full time employees only)

To reward full time employees for continuous years of service to the County, an extra \$5.00 a month (\$2.31 per pay period) for each year of service is added to the full time employee's pay check on the employment anniversary date.

The local government code caps longevity pay at 30 years.

Policy 512



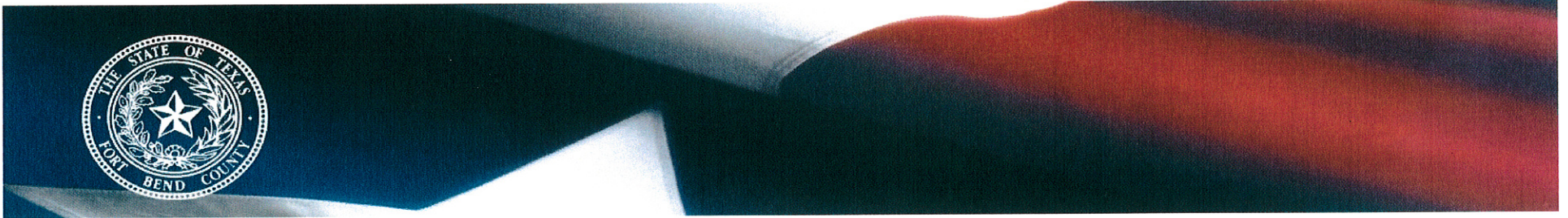
Vacation Time

(full time employees only)



- Full time employees earn vacation time per pay period as follows:
 - First 5 Years:** 10 days/year or 3.08 hrs/ pay
 - 5 to 10 Years:** 12 days/year or 3.70 hrs/ pay
 - 10 to 15 Years:** 15 days/year or 4.62 hrs/ pay
 - After 15 Years:** 20 days/year or 6.17 hrs/ pay
- Vacation time can roll from one year to the next.
- You can only carry a MAXIMUM of 160 hours into the next calendar year. Therefore, on Dec. 31 of each year, any hours in excess of 160 will be lost.
- Employees will receive pay for any accrued but unused vacation time at separation from employment with FBC even if it exceeds 160 hours.

Policy 513

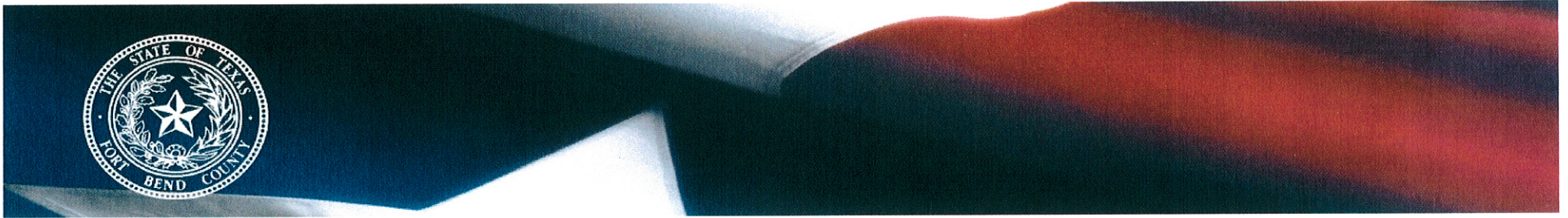


Sick Leave

(full time employees only)

- Full-time employees earn 2.47 hours of sick leave per pay period, or 8 days each year. Sick leave can be used for employee, spouse, dependent or parent illness(s) only.
- There is no limit on the amount of sick leave employees may accrue.
- Employees that retire from Fort Bend County may be eligible to receive payment for ½ of their accrued sick leave balance, or \$5,000, whichever is less.
- Employees who quit or are discharged will forfeit any accrued sick leave balance.
- Employees who accrue at least 88 hours of sick leave may join the **Shared Sick Leave Pool** by donating 8 hours of sick leave to the Pool. Once a member, you will be eligible to withdraw up to 480 hours of sick leave (or 5% of the plan's total hours whichever is less) from the pool to cover absences due to your own catastrophic illness or injury.

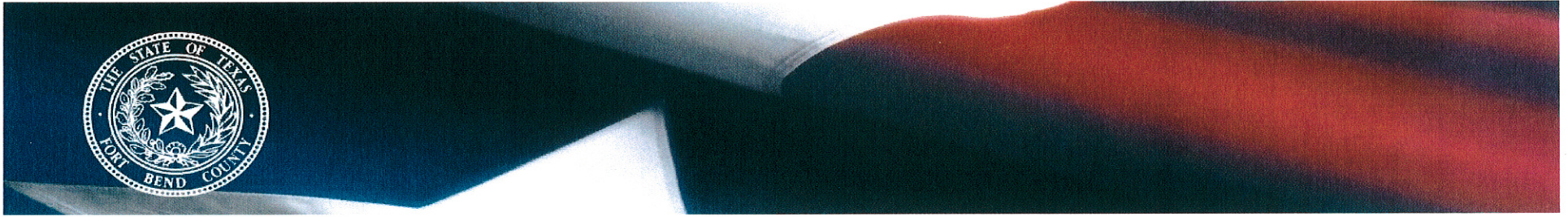
Policy 709



Holidays

- Most offices, departments and courts are closed with the exception of certain offices and departments that provide emergency and/or law enforcement services.
- The holiday policy **applies to all full time employees with the exception of certain employees in EMS** who are subject to Policy 508 (Paid Leave for Employees of EMS).
- All eligible full time employees will receive (8) eight hours of holiday pay at their regular hourly rate of pay for each holiday observed by the County.
- In order to receive holiday pay, a full-time non-exempt employee must work or have approved time off with pay, their last scheduled workday before a holiday and first scheduled workday after a holiday.

Policy 507



Holidays

Fort Bend County holidays are:

- New Years Day
- Birthday of Dr. Martin Luther King Jr.
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Fort Bend County Fair Day
- Veterans Day
- 2 days at Thanksgiving
- 2 days at Christmas

You may find the holiday schedule online on eConnect or the County website under the “Employees” section.

Policy 507



Bereavement Leave

(full time employees only)

At the discretion of the Elected Official/Department Head, a maximum of 3 days of paid time will be allowed for bereavement leave for full time employees for the purpose of attending a funeral of an immediate family member.

For the purpose of this policy, an immediate family member is defined as spouse, child, parent, sibling, grandparent, and grandchild. Bereavement leave may also be granted for the death of the parents and grandparents of an employee's spouse; and the employee's brother-in-law, sister-in-law, son-in-law and daughter-in-law. Step-relationships will be considered on a case by case basis.

Should more than three days be needed, the employee's supervisor may approve additional time of which can be charged to vacation, comp time, and/or time off without pay.

Policy 703



Citizenship Leave

(full time employees only)

Full-time employees shall be granted leave with pay when it is necessary to be absent in order to fulfill citizenship obligations.

Citizenship obligations are:

1. WITNESS DUTY
2. JURY DUTY
3. VOTING



Employees are required to give advance notice of an absence for citizenship obligations and provide supporting documentation. Employees should return to work as soon as practicable once relieved from witness or jury duty.



Inclement Weather

(non-essential employees only)

The County Judge shall make the determination to close some or all County facilities due to inclement weather or a declared state of disaster, and will determine whether or not employees shall be compensated during the closure.

Employees may call the Employee Hotline at 281-341-4444 regarding the status of County closures. Employees who individually decide not to report on a day that the County is otherwise open for business must notify their department that they will be absent in the manner required by the department. Employees who fail to report to work shall be shown as absent for payroll purposes.



Policy 705



Employee Badges

All full and part time employees are required to wear, or maintain in their possession, a Fort Bend County identification badge at all times while performing county business.



The Sheriff's Office bailiffs issues all employee badges. **Ask your department coordinator if they will pick up your badge for you or if they want you to pick up your own badge.** Badges are normally ready for pick up between 2:00 p.m. and 3:00 p.m. if your department coordinator submitted the request before noon. Take a photo ID with you to the Justice Center bailiffs station on the first floor.

There is no fee to replace a broke/damaged badge. There a \$15 fee for lost badges. A badge request form must be signed by your Department Head/Elected Official and the form and payment must be taken to the County Treasurer's Office. The badge form and receipt should then be submitted to the Sheriff's Bailiffs. Instructions can be found online under Employee Information.

Policy 408



Texas County and District Retirement System (TCDRS)



Fort Bend County partners with Texas County & District Retirement (TCDRS) to provide you with retirement benefits.

All full and part time employees are enrolled in TCDRS.

With each paycheck, you automatically save toward retirement by contributing 7% of your gross (pre-tax) salary and you will earn 7% compound interest each year based on your January 1 balance. The longer your work, the larger your retirement benefit will be.

At retirement, Fort Bend County matches your account balance 200% (\$2 to \$1) and you will receive a lifetime monthly benefit.

If you leave your Fort Bend County job, you can keep your account open and continue to earn 7% annual compound interest, withdraw or roll it into another tax-deferred retirement account.

Policy 510



Retirement Eligibility

Vesting: You become vested with eight (8) years of service. Once vested you've earned the right to a retirement benefit when you meet the retirement eligibility, even if you stop working for Fort Bend County.

Proportionate Retirement: Service may be combined from other Texas Public Retirement Systems (ERS, TRS, TMRS & City of Austin). You must contact TCDRS to inform them of your service time in other systems. Only time is combined. Money stays in each separate system.

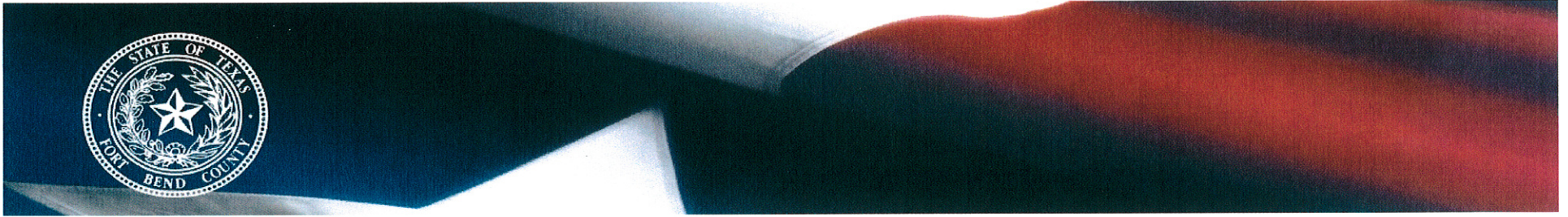
Retirement Eligibility: Once you are vested, you may retire once you meet one of these qualifying options:

- Accumulated 30 years of service at any age
- 8 years of accumulated service & at least age 60
- Age + years of service = 75 (called the rule of 75)

Separate eligibility requirements for retiring with continued health/dental coverage:

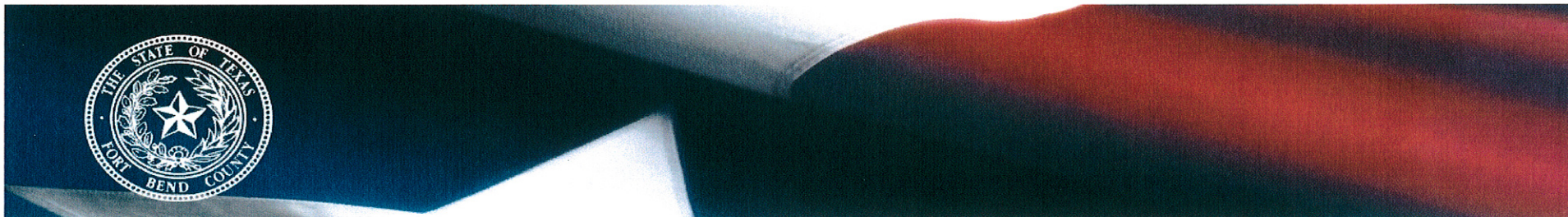
Fort Bend County rewards long term employees with the option to retire with continued health/dental coverage. Subsidized health and dental coverage may continue after retirement for employees that meet all Fort Bend County requirements to retire from Fort Bend County under Policies 510 and 511 along with a minimum of 60 years of age and 20 continuous years of full-time employment at Fort Bend County immediately preceding retirement and 12 consecutive months immediately preceding retirement in the health/dental plans they wish to continue. Contact the Risk Management department if you have questions pertaining to health benefits at retirement. See Policies 510 and 511 for detailed information.

Policy 510 & 511



Retirement & Military Time

- **Military Service Time:** You may be able to get up to 5 years retirement service time for the time you served in the U.S. Armed forces before you became a TCDRS member. This time may be able to count toward your retirement eligibility. You must be vested first in order to apply for your military service time. Contact Human Resources once you are vested.
- **USERRA and Your Military Service:** As a member of the Reserves or National Guard, you may be called away from your job to serve on active duty. When you return to work, you get a chance to fully restore your retirement account (service time and money). You must return to work at Fort Bend County within 90 days of your service release. Contact Human Resources once you return from active duty.



Retirement – What's Next

Look for your new hire package arriving at your home in approximately one to two months. Once you've received your welcome packet, remember to do the following things:

- Register for online account access at www.tcdrs.org (the letter from TCDRS has your account #)
- **IMPORTANT:** Log into your account and enter your beneficiary information. Your beneficiary will receive your benefit after your death. Remember to always keep your beneficiaries up to date.
- If you have time with another system (ERS, TRS, TMRS, or City of Austin) call TCDRS to let them know so that your TCDRS account may be credited with your time from the other retirement systems.
- Contact TCDRS Member Services if you have questions about your account at 1-800-823-7782



457 Deferred Compensation

IRS Code 457, Section (b)(2) allows public sector employees to defer a portion of their pre-tax income for supplemental retirement funds. The minimum contribution is set by the plan administrator. The maximum contribution is set by the IRS.

FBC employees have a choice of three vendors that administer our Deferred Compensation Program:

- Dearborn & Creggs
- Edward Jones
- Nationwide Retirement



You will receive an email from the reps providing information about opening an account.

You may find the "457 Deferred Compensation" information online on eConnect or the County website under the "Employees" section.

Policy 504



Credit Union

Employees have the opportunity of joining the Brazos Valley Schools Credit Union (BVSCU).



Employees should contact BVSCU to get information on the services they offer.

You may find the "Credit Union" link online on eConnect or the County website under the "Employees" section.



Employee Discounts

Many businesses offer discounts to employee of Fort Bend County. Employees are either asked to show their Employee ID Badge as proof of employment and some businesses provide discount codes or links where the employee may print their own discounts. The password to open the discount list online is: fortbend

You may find a list of “Discounts” online on eConnect or the County website under the “Employees” section.



Infor/Lawson Employee Self Service

- ✓ Full time employees sign up for insurance benefits
- ✓ View & print copies of your paychecks
- ✓ Check your vacation and sick leave balances
- ✓ Add or update emergency contacts
- ✓ Update beneficiaries for life insurance
- ✓ Update your home address and phone numbers
- ✓ Change your W-4 Tax Withholdings
- ✓ Sign up for training



It is each employees responsibility to keep their information up-to-date.

The IT Department will email your user name and password at your work email within 24 hours. How will you access Employee Self Service? You may use any Fort Bend County computer that is on the county network and access it through the intranet (eConnect). ***What if you have trouble logging on?*** Contact the IT Help Desk at 281-341-4580 or ITHelpDesk@fortbendcountytx.gov for assistance.

A flyer with this information is in your orientation folder.



Keep Your Information Updated

The information that was collected from you today will be entered into our employee database by the Human Resources Department.

It is each employee's responsibility to update their information as changes occur.



- ✓ Name Changes
- ✓ Home Address Changes
- ✓ Home and Personal Cell Phone Changes
- ✓ Work Phone Changes
- ✓ Personal & Work Email Address Changes
- ✓ Beneficiary Changes
- ✓ Emergency Contacts
- ✓ Employee Alert Data

Most of the information may be updated on Employee Self Service. Department coordinators may also assist with some of the updates. **Don't forget to update respective outside organizations as well such as TCDRS Retirement and other optional programs in which you are a participant (457 Deferred Compensation or Supplemental Insurances).**



Fort Bend County

Employee Information Manual

Information contained in this presentation represents a brief overview of the policies & procedures of FBC.

The FBC Employee Information Manual is available on both eConnect and the FBC website. **It is each employee's responsibility to read and become familiar with the County's policies.**

Employees must review the Employee Information Manual thoroughly.

Human Resources emails policy revisions to all employees and also posts revisions in the weekly FYI Employee Newsletter. Please take time to read policy updates.

You may find the "Employee Manual" with all policies online on eConnect or the County website under the "Employees" section.



Questions?





The Information Technology Department will now present some information on Cybersecurity.

After Information Technology is complete,
we will take a **10 Minute Break**



Full time employees return after the 10 minute break for a review of benefits by the Risk Management Department.

When Risk Management is complete,
please report to your department.

Welcome to Fort Bend County!